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3. Discussion revealed acceptance of this program involved no money or personnel ceiling problems and that it was expected to save approximately eleven people over a two year period. [REDACTED] stated that his position on the program was primarily in connection with the Records Management phase and that Records Management is attempting to keep records at a minimum while the proposed program would most likely result in extra copies and more records. [REDACTED] also expressed concern that other than significant documents would be microfilmed, and advised he wanted to look into the entire problem in more detail to see if some other method than the proposed microfilm system would not be more efficient and economical. However, he stated that GSO had no objection to the location and operation of the facility by OCD, but rather, his objection is to the amount and kind of material to be processed.

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4. After further discussion, the following conclusions were reached:

- a. No one was in favor of junking the program.
- b. A major problem is how it fits into the Records Management program.
- c. The DDI favored the program even if it would not result in any savings.
- d. To go ahead with the purchase and installation of the equipment.
- e. O&M, OCD, and GSO to work together on the most efficient way to use the facility and to fit it into the Records Management program.

5. Colonel White then requested that a copy of the O&M report together with concurrences and/or comments be submitted to him on 16 November 1953. He further requested that [REDACTED] advise him as to the availability of funds for the purchase of equipment and alterations.

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[REDACTED]
Special Assistant to the
Acting Deputy Director
(Administration)

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